From the 2022-2023 Book and Paper Group Handbook:

BPG Wiki Coordinator(s)

Two BPG Wiki Coordinators oversee volunteer activities on the Book and Paper Group section of the AIC Wiki. Working collaboratively, one coordinator focuses on paper conservation content and the other focuses on book conservation content. Wiki Coordinators must have expertise in book and/or paper conservation principles and practices along with an interest in learning about wiki editing. Wiki Coordinators report to the BPG PubComm Chair and participate in all PubComm activities. The term of service is generally 3 years with optional renewal. When possible, the two coordinators' terms are staggered for continuity.

Responsibilities:
- Develop wiki content by recruiting contributors and coordinating small group collaborations
- Empower individual BPG members to positively contribute to the wiki by providing resources and technical support as necessary; this might include being available for meetings and emails with contributors
- Continually evaluate existing wiki content and new contributions for accuracy; provide feedback and work with volunteers to improve content
- Raise awareness of the BPG Wiki and keep BPG members informed of its progress
- Communicate clearly and openly via the dedicated bookandpapergroup.wiki@gmail.com email address with BPG members
- Organize events that promote wiki contributions and collaborations, including hosting a BPG Wiki Discussion session at the AIC Annual Meeting each year (when feasible)
- Streamline wiki navigation, create and maintain templates and help pages, and take other actions to improve the forward-facing experience for members
- Collaborate with AIC Wiki leaders from other specialty groups and networks as needed
- Take actions to align the BPG Wiki with AIC's Core Value of Equity and Inclusion